

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH –MINUTES
316 N. Park, Room 330, HELENA, MONTANA 59601
March 27, 2014**

Members Present

Kelly Parsley, chair
Anne Weber
Kent Kultgen
Dr. Maria Braman
James Benish
Scott St. Clair

Members Absent

Commissioner Andy Hunthausen, vice-chair
Mayor Jim Smith
Jennifer Lowell

Staff Present

Melanie Reynolds
Jolene Helgerson
Norman Rostocki
Drenda Niemann
Brie Oliver
Laurel Riek
Gayle Shirley

Guests Present

Kelly Parsley, chair, called the meeting to order at 1:30 p.m. A quorum was established.

REVIEW OF AGENDA

Melanie Reynolds, Health Officer, explained how the public comment period works.

MINUTES

Ms. Parsley asked if there were any corrections or additions to the February 27, 2014, minutes. The Board approved the minutes as written.

PRESENTATION

Drenda Niemann, Administrator for the Maternal and Child Health, Home Visiting, and WIC programs in the Community Health Division, and Brie Oliver, Home Visiting Case Manager, gave an update on their program's successes, challenges and future plans (see Attachment "A"). In answer to a question from Dr. Braman, Ms. Neimann stated that she didn't have the exact number of potential WIC participants in the community who need services. Ms. Neimann will research that information and send it to the Board in an email. Ms. Neimann did say the need for services exceeds the capacity to serve. In answer to a question from James Benish, Ms. Niemann stated that the changes to the Medicaid program have not affected the WIC program because the threshold qualifications for WIC are higher than those of Medicaid. The Home Visiting Program has been affected by the changes to the Medicaid program. Mr. Benish suggested that staff consider a newborn workshop that is open to the community to help lessen the stigma about the programs offered within the Home Visiting Program. In answer to a question from Anne Weber, Ms. Neimann stated the Parents as Teachers (PAT) Program is trying to extend its services to the age of 5, which will expand the number of available slots to 30. This would allow those in the Nurse Family Partnership (NFP) program still needing services beyond the age of 2 to participate in the PAT program. In answer to a question from Scott St. Clair, Ms. Neimann stated that electronic WIC benefit cards have been delayed because the original contractor developing the application terminated its contract with the State of Montana. The state is currently looking for a new contractor.

BOARD MEMBER DISCUSSION

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the FY14 comparison to budget and cash flow for July 2013 through February 28, 2014, on page 8 of the board packet. Mr. Rostocki noted that the Department is 66% of the way through its fiscal year. Total revenue to date is \$998,385, or 54% of the amount budgeted; actual expenditures are \$1,144,805, or 56% of the amount budgeted. Revenues are under expenditures by \$146,419; total ending cash is \$660,096. Melanie Reynolds, Health Officer, stated that she and the division administrators and program managers will meet to begin work on the FY 2015 budget. Staff will bring a draft budget before the board finance committee in March or April. The board will approve the budget for Board of County Commissioner (BoCC) approval in mid-May. Staff will then go before the BoCC for final budget approval in June.

Food and Safety Regulations and HB 630 Update: Laurel Riek, Registered Sanitarian and Program Manager for the Licensed Establishment Program, discussed House Bill (HB) 630, which established the Montana Food Policy Modernization Project. An advisory committee was created with stakeholder representation and has conducted 2 face-to-face meetings and 3 public comment meetings. Subjects of discussion have been keeping cottage foods from impacting small business; raw milk, honey and bird exemption; lack of consistency among local health jurisdictions; rule and law education; and food law science and safety. The final committee meeting was in February to discuss the principles for a cottage food industry. A steering committee report will be available April 9, 2014. Ms. Riek stated that the 2013 food code is in the legal review process. All licensed establishments will be given a chance to review and make written comments. After a public hearing, the code is expected to go into effect July 1, 2014.

Data Elements for the Community Health Report: Gayle Shirley, Communications and Special Project Coordinator, presented a discussion of the data elements for the 2014 Community Health Assessment (see Attachment "B"). Ms. Shirley highlighted potential changes and considerations to the assessment.

United Way 2014 Agency Application: Ms. Reynolds stated that the health department's cancer screening program is working with the United Way to apply for funding to help with comprehensive cancer control in Montana. The funds would provide for ongoing quality screening and services to Montana men and women and education in a manner that is appropriate, accessible, cost-effective, and sensitive to a client's needs.

HEALTH OFFICER REPORT

On March 24 and 25, the health department staff met with Schlenker & McKittrick Architects (SMA) to discuss long-term space needs for the health department. Staff will present the results to the board in June.

At the April board meeting, presentations will be given, by George Theborge, director of Community Development and Planning, on the county growth policy and the Environmental Protection Agency (EPA) and Montana Custodial Trust Group (MCTG) on controlled groundwater.

Missoula City-County Health Department is the first health department in the state to get public health accreditation.

Lewis and Clark County was ranked 23rd out of 56 Montana counties by the Robert Wood Johnson Foundation in its annual County Health Rankings, released in March. Lewis and Clark County was ranked first for clinic care but ranked one of the lowest in the state for low- birth rates.

Ryan Spotorno, public health immunization nurse, is leaving the health department for a full-time position with Helena Pediatric Clinic.

There being no public comment, the meeting adjourned at 2:59 p.m.

Kelly Parsley, Chair

Melanie Reynolds, Secretary

Action Items from March 27 BOH Meeting

- Drenda Neimann will send an email to the Board with information on the number of current WIC participants and the number of those in the community who need services.